



**Urban Renewal Agency Work Session Minutes
Emergency Business Assistance Program**

**Monday, May 11, 2020
9:00 p.m., Community Auditorium**

***Minutes are unofficial until approved by the Urban Renewal Agency.
Urban Renewal Agency approved minutes as presented June 22, 2020.***

1. CALLED TO ORDER AND ROLL CALL:

Peter Truax, Urban Renewal Agency (URA) Director Chair, called the URA work session to order at 9:24 p.m. via Webex Video Conference.

COVID-19: Due to the emergency declaration resulting from COVID-19 (Coronavirus disease) and protocols, the URA Board limited in-person contact and social distancing. **The Board conducted the URA work session remotely by video conferencing.** The meeting was remotely video conferenced by Fire Chief Kinkade and City Recorder Ruggles and televised live from the projector screen at the Community Auditorium by Tualatin Valley Community Television (TVCTV) Government Access Programming LIVE Channel 30 and Live Streamed on MACC TVCTV YouTube Channel 30. The public was allowed to attend and observe in the Community Auditorium as space allowed (no more than 10 persons total at one time).

ROLL CALL: URA DIRECTORS PRESENT ATTENDED BY WEBEX

REMOTELY: Kristy Kottkey; Timothy Rippe; Elena Uhing; Mariana Valenzuela; Adolph "Val" Valfre; Malynda Wenzl, Vice Chair; and Peter Truax, Chair.

STAFF PRESENT ATTENDED BY WEBEX REMOTELY: Jesse VanderZanden, City Manager (Webex remotely); Paul Downey, Administrative Services Director (Webex remotely); Bryan Pohl, Community Development Director (Webex remotely); Michael Kinkade, Fire Chief (in the Community Auditorium); and Anna Ruggles, City Recorder (in the Community Auditorium).

2. WORK SESSION: EMERGENCY BUSINESS ASSISTANCE PROGRAM

Pohl, Downey and VanderZanden facilitated the work session, noting the purpose of the work session was to consider adding monies to the Urban Renewal Agency's (URA) Emergency Business Assistance Program to help pay May mortgage/rent for small businesses within the URA boundary. Pohl reported in March 2020, in response to COVID-19 pandemic, the URA implemented an Emergency Business Assistance Program and authorized awarding \$126,000 in grants to help pay April

rent/mortgage for small businesses within the URA boundary. Pohl noted the URA awarded grants to 80 businesses (approximately 80-90%) (Average grant awarded was \$1,576). Pohl and Downey presented a PowerPoint presentation overview of the URA financial position, noting the URA authorized three five-year programs and one study, which were listed in the slide, noting the programs were fully funded in Fiscal Year 2019-20 leaving approximately \$25,000 in discretionary monies for Fiscal Year 2020-21. In conclusion of the above-noted staff report, Pohl and Downey advised staff recommends the URA Board discuss and consider the following proposed options:

- Option 1: Delay consideration and take no action.
- Option 2: Add monies to URA Program. For example, if \$80,000 was added, this amount could award grants up to \$1,000 per qualifying businesses. These monies would come from URA reserves. If the Board chooses this Option, staff recommends the City also consider the same program for businesses outside of the URA boundary.
- Option 3: Do not add monies to the URA program and instead authorize the City to implement the same or similar program for small businesses within the city limits, excluding the URA boundary, to help pay rent/mortgage for the month of May, 2020, which would be funded by General Funds.

URA Board Discussion:

Director Chair Truax opened the floor and roundtable discussion ensued pertaining to the above-proposed options. In response to URA reserves and Option 2 noted above, Downey advised depending on URA funding amount, additional grant funding may impact the authorized programs and the ability to fund construction for Festival Street, redevelopment of Site B and other capital and/or redevelopment projects. In response to Option 2 and Option 3 noted above, Downey advised the City's program would be funded by General Fund reserves and the program would be based on the same criteria as the URA program. Roundtable discussion ensued pertaining to the businesses qualifying for other programs implemented by other agencies, such as Coronavirus Relief Fund and the CARES Act, to which it was noted that businesses could qualify for federal funding but would not qualify for CARES Act funding for Washington County. In response to timber harvest revenue, Downey advised the timber revenue can only be used for Water Fund capital projects and debt service. In response to the number of qualifying businesses outside of the URA boundary, VanderZanden advised staff has determined that approximately 15 businesses would be eligible for grants pursuant to the program guidelines, i.e. must have a valid business license, noting it is difficult to forecast how many will actually apply for the City's program. Pohl reported the URA received 10 applications from businesses outside of the URA boundary and received two complaints, noting the complaints were centered on businesses not being eligible for URA grant monies. In conclusion of the above-noted discussion, the URA Board collectively concurred with Option 3, which would not authorize adding monies to the

URA program and instead authorize the City to implement the same or similar program for small businesses within the city limits, excluding the URA boundary, to help pay rent/mortgage for the month of May, 2020, which would be funded by General Funds. In addition, VanderZanden advised staff will bring back a proposed resolution for Council consideration, to which the Board collectively concurred.

The URA Board took no formal action nor made any formal decisions during the work session.

3. ADJOURNMENT:

Director Chair Truax adjourned the URA work session meeting at 10:50 p.m.

Respectfully submitted,



Anna D. Ruggles, CMC, City Recorder